CA$H DEPOT – Touchscreen Variant

User Manual

User Level

Transaction Process

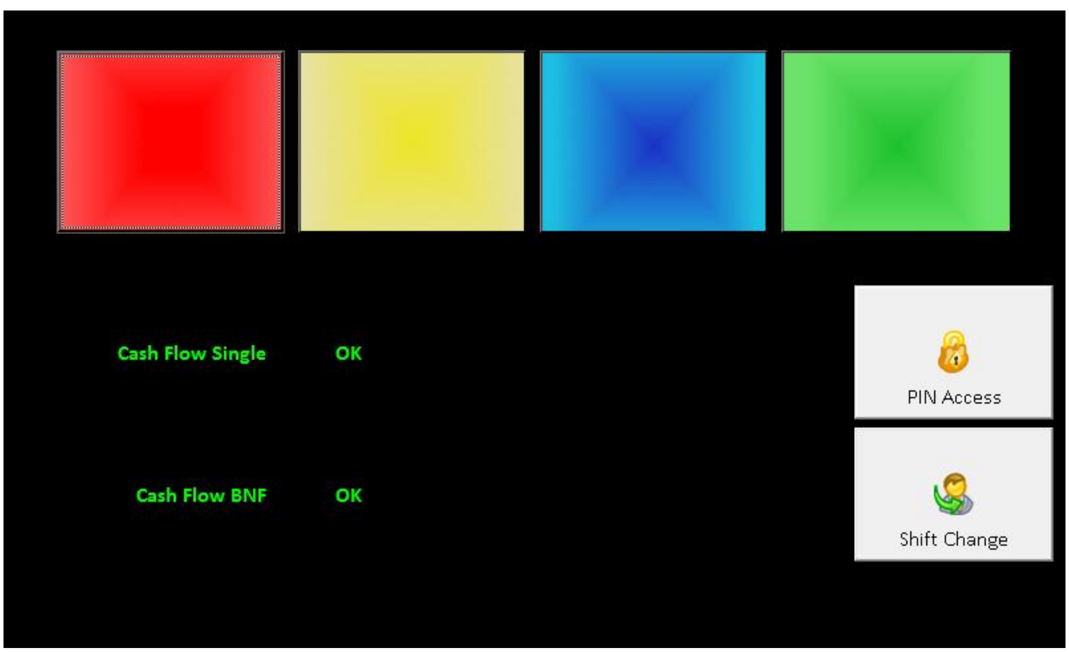
Method 1 – Quick Access

The quick access method allows up to four (4) users to perform transactions without entering a PIN code.

Steps

1. From the Main Screen, press the appropriate "Quick Access" colored button on the Main Screen. The quick use buttons are red, white, blue, and green in color
2. Follow the instructions in the "Performing a transaction" section
3. The transaction will time out in a preset amount of time if no bills are entered into the unit

Main Screen



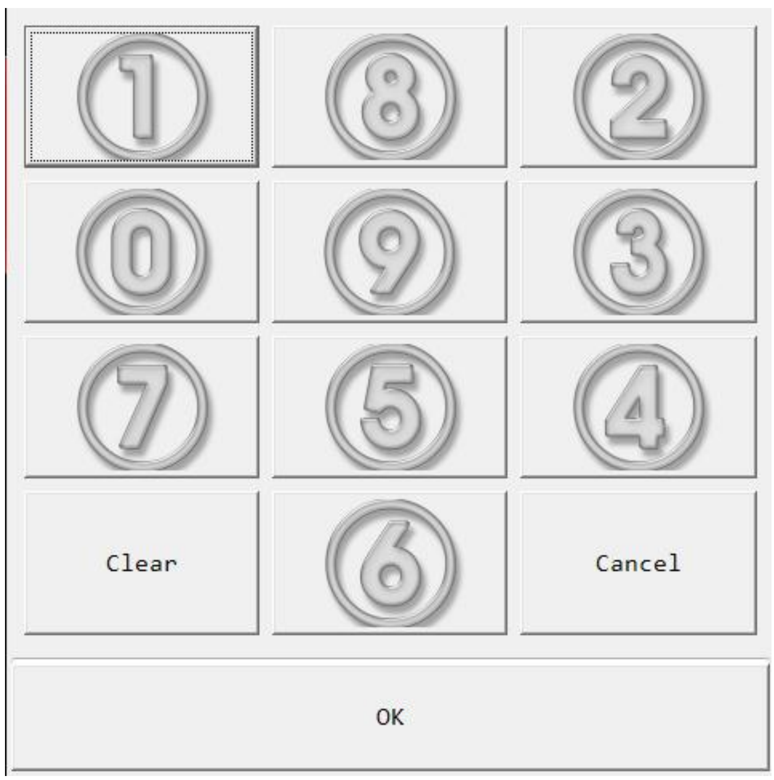
Method 2 – PIN entry

The PIN entry method requires all users to have an individual PIN code in order to perform a transaction.

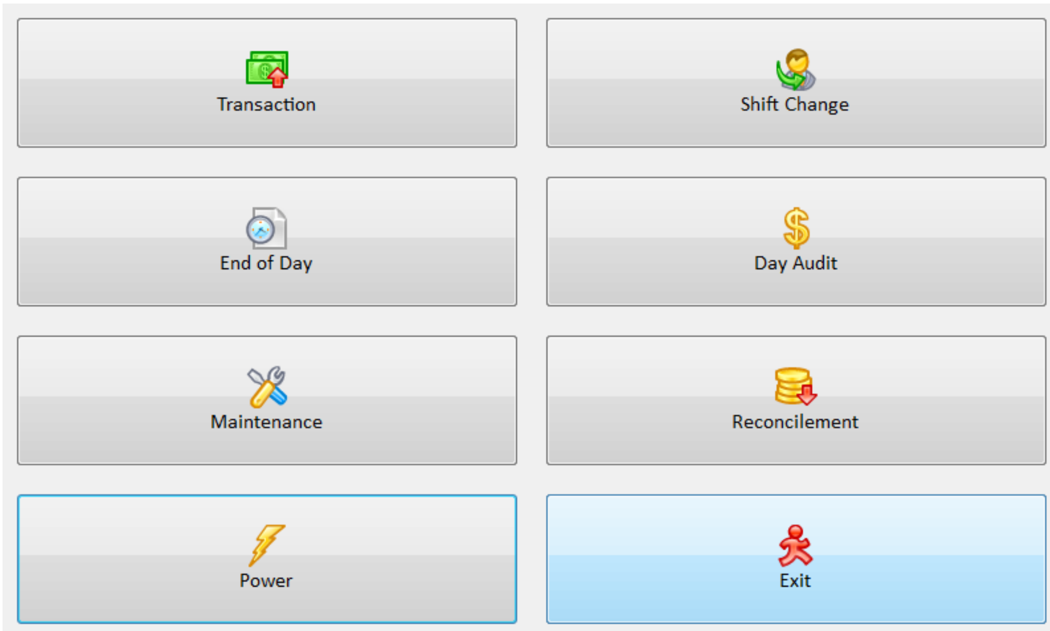
Steps

1. From the Main Screen, press the “PIN Access” button – the PIN Entry Screen will appear
2. Enter your PIN on the scrambled keypad using the numbered buttons and press the “OK” button
3. Press the “Transaction” button on the Special Access Screen
4. Follow the instructions in the “Performing a transaction” section

PIN Entry Screen



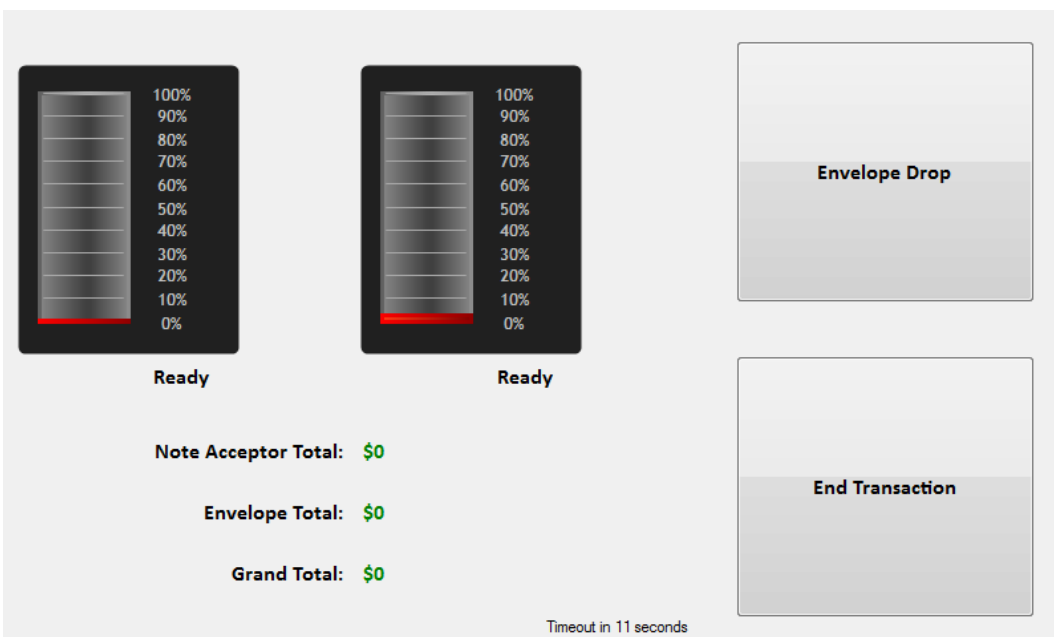
Special Access Screen



Performing a transaction

All transactions are performed while at the Transaction Screen. This screen shows information regarding the totals entered (note acceptor and envelope drops).

Transaction Screen



Steps

1. Enter bills, in any direction, into one (or both if so equipped) note acceptor – standard note acceptors must have bills fed into them one at a time; bunch feed note acceptors can hold up to 20 bills at once

2. If an envelope drop is required, press the "Envelope Drop" button – the Envelope Drop Screen appears

    - In the Envelope ID field, type in the applicable number and press the "Enter" button

    - Type in the total drop value in the Amount field

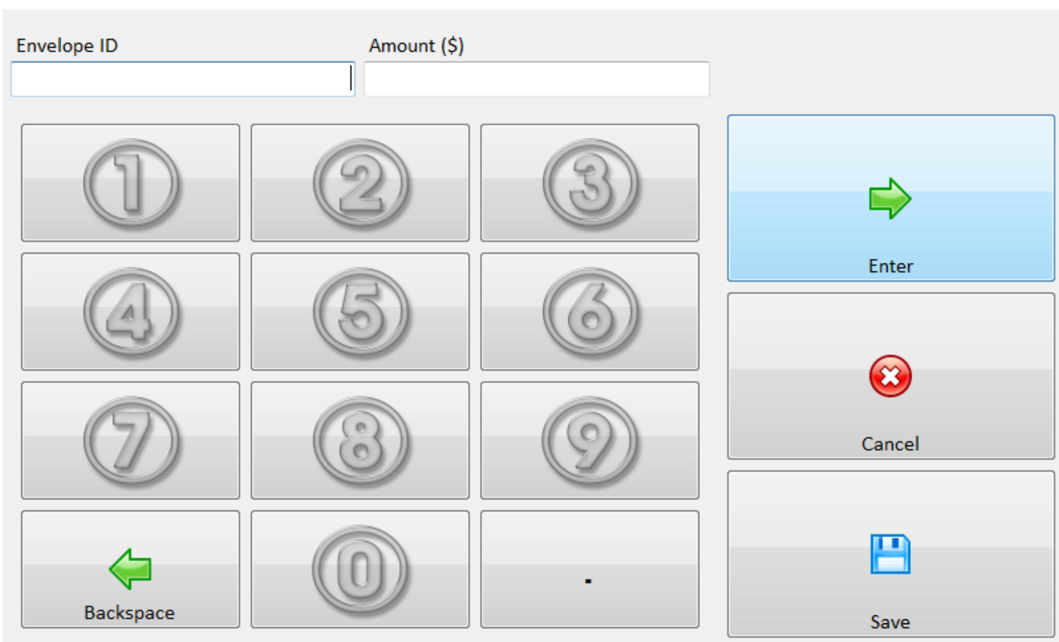
    - Touching the Envelope ID field or the Amount field will cause the cursor to move into the respective field, thus allowing the data to be changed

    - End the drop by pressing the "Save" button - If you need to cancel the transaction, press the "Cancel" button instead

3. After returning to the Transaction Screen, press the "End Transaction" button when finished

4. A receipt with the totals will print if so configured

Envelope Drop Screen



Shift Change Process

A shift change closes the current accounting period for a user and causes the totals for the previous work shift to be logged and printed.

- All users may end their own work shifts
- Ending the current work shift automatically begins a new work shift for that user
- Management level users may end the work shift of any user

Method 1 – Quick Access

Steps

1. Press the "Shift Change" button on the Main Screen – the button will turn blue
2. Press a "Quick Access" colored button on the Main Screen in order to end the current work shift and begin a new work shift
3. A receipt will print when the process completes

Method 2 – PIN entry

Steps

1. Press the "PIN Access" button on the Main Screen – the PIN Entry Screen will appear
2. Enter your PIN on the scrambled keypad using the numbered buttons and press the "OK" button
3. Press the "Shift Change" button on the Special Access Screen
4. Respond to the confirmation prompt by pressing "Yes" to complete a work shift change or "No" to cancel the work shift change
5. A receipt will print when the process completes

Management Level

Shift Change Process

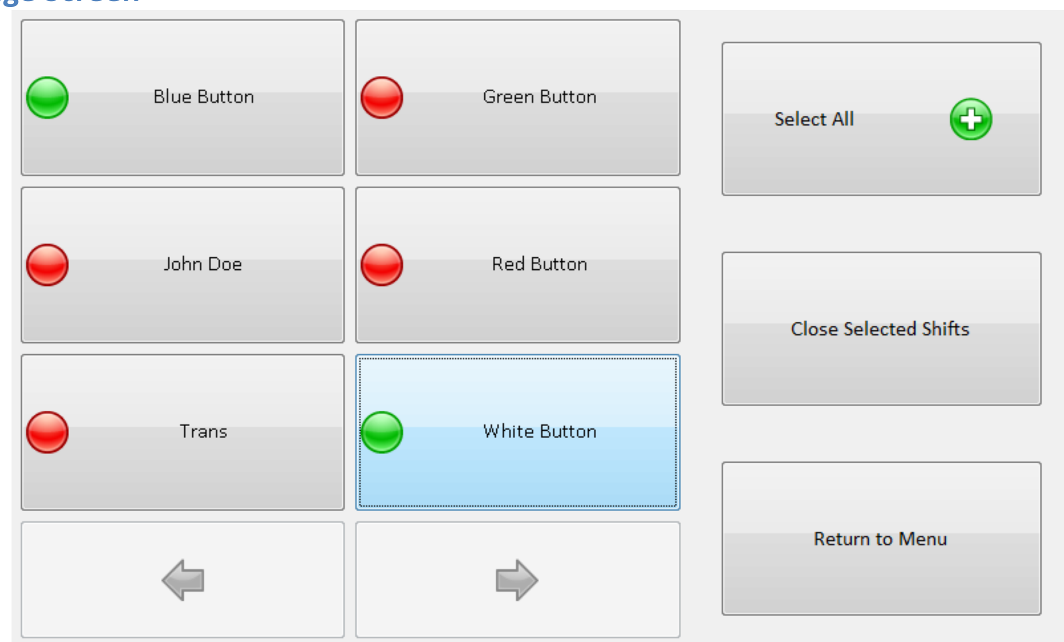
Steps

1. Press the “PIN Access” button on the Main Screen – the PIN Entry Screen will appear

2. Enter your management-level PIN on the scrambled keypad using the numbered buttons and press the “OK” button

3. Press the “Shift Change” button on the Special Access Screen – the Shift Change Screen appears

Shift Change Screen



4. Select the user(s) that require a work shift change by pressing the button associated with the user(s)

    - Selected users will have a green circle next to their name on their button
    - Unselected users will have a red circle next to their name on their button
    - Selected users may be unselected by pressing their button again
    - Pressing the “Select All” button will select all users
    - Arrow buttons at the bottom of the screen may be pressed to cycle through users if there are too many users to display on the screen all at once

5. Press the “Close Selected Shifts” button in order to close the work shifts for the selected users
    - A receipt will print for all users whose shifts have been closed successfully
    - A green check mark will appear next to the users name on their button if their shift was closed successfully
6. Press the “Return to Menu” button to exit

Reports

Day Audit

The Day Audit provides the running totals on the unit from the time of the last “End of Day.” Running this function will *not* reset totals or cause the reporting period to close. Since the reporting period is from the time of the last “End of Day,” the period being reported on may in fact be greater than a day in length

Steps

1. Press the “PIN Access” button on the Main Screen – the PIN Entry Screen will appear
2. Enter your management-level PIN on the scrambled keypad using the numbered buttons and press the “OK” button
3. Press the “Day Audit” button
4. The information will be printed

End of Day

The End of Day report provides summary totals covering the period of time since the last End of Day report was run. Running this report *will* close out the day period.

Steps

1. Press the “PIN Access” button on the Main Screen – the PIN Entry Screen will appear
2. Enter your management-level PIN on the scrambled keypad using the numbered buttons and press the “OK” button
3. Press the “End of Day” button

5. The report will be printed

Service Level

Reconcilement

The reconcilement process allows the machine to have its cash cassettes removed and currency values reset.

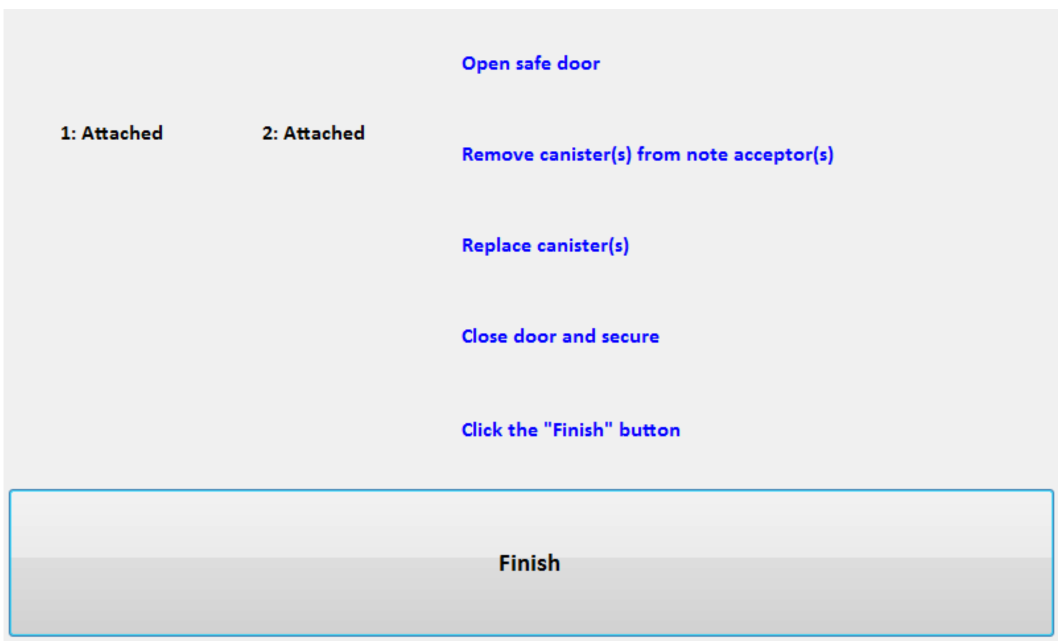
Steps

1. Press the “PIN Access” button on the Main Screen – the PIN Entry Screen will appear

2. Enter your service-level PIN on the scrambled keypad using the numbered buttons and press the “OK” button

3. Press the “Reconcilement” button – the Reconcilement Screen appears

Reconcilement Screen



4. It is now safe to open the door as the alarm has been deactivated – follow the instructions in order as shown on the Reconcilement Screen

5. After the cassette/s has/have been replaced, close and lock the door

6. Press the “Finish” button - a receipt will print with the reconciliation totals and all data will be logged

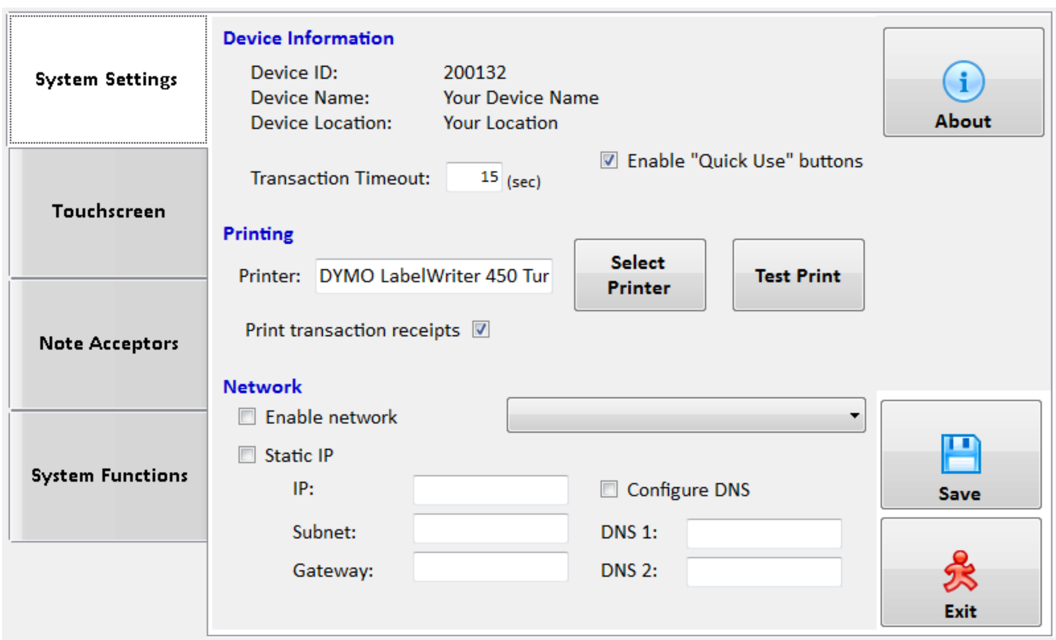
Maintenance

The maintenance area allows the machine settings to be configured and the machine components to be tested. You should have with you a USB keyboard and touchpad in order to work on the machine.

Steps

1. Press the “PIN Access” button on the Main Screen – the PIN Entry Screen will appear
2. Enter your service-level PIN on the scrambled keypad using the numbered buttons and press the “OK” button
3. From the Special Access Screen, press the “Maintenance” button
4. The Maintenance Screen appears with function tabs on the left
5. The “Save” and “Exit” buttons are global for all sections
    a. Pressing the “Save” button writes any changes made on the display to the system
    b. Pressing the “Exit” button takes you back to the Special Access Screen

System Settings

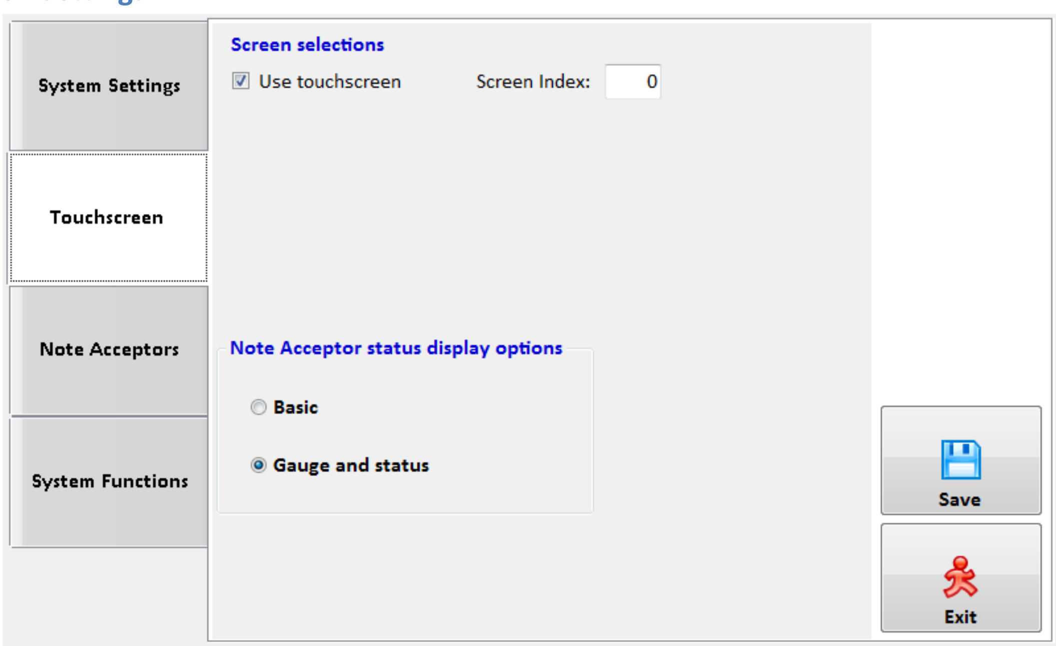


This area contains the main system settings.

- “Device Information”
    - Basic device information (ID, Name, Location)
- “Transaction timeout”
    - Number of seconds of inactivity before a transaction automatically times out

- "Enable 'Quick Use' buttons"
    - When this box is checked, the "Quick Access" buttons on the main screen may be used[1]
- "Printer"
    - This field contains the name of the receipt printer as recognized by Windows
- "Select Printer"
    - Pressing this button brings up a list of printers the system recognizes as being installed and allows you to select the printer that will be used to print reports
- "Test Print"
    - Pressing this button will cause the printer named in the "Printer" area to print a short test report
- "Print transaction receipts"
    - When checked, receipts will be printed at the end of a transaction (no receipt will be printed when a transaction has no data – no notes inserted and no envelopes dropped – regardless of this setting)
- "Network"
    - Allows network settings to be viewed and changed as necessary
    - The network adapter can be selected through the drop down list

Touchscreen Settings

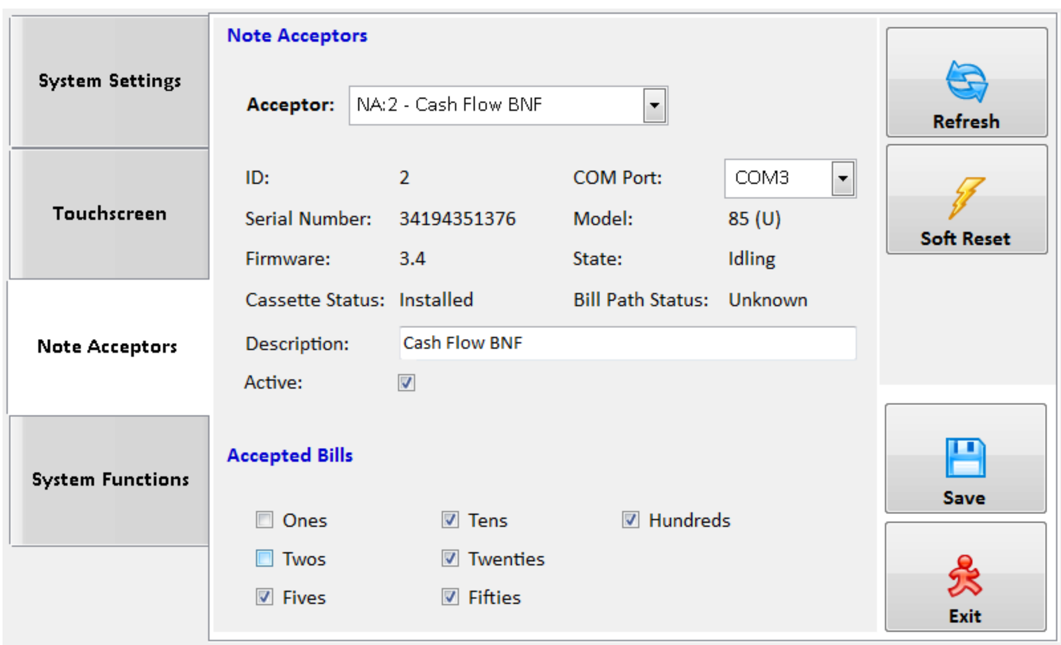


This area contains settings for the touchscreen.

Altering settings in this area may cause the system to function improperly. If this occurs, a separate monitor may be required in order to restore the unit to a working state.

- "Use touchscreen"
  - When checked, the touchscreen mode will be used
- "Screen Index"
  - Determines which screen the software's menus will be displayed on. **Altering this to an invalid value may cause the software to stop functioning upon reboot.**
- "Note Acceptor status display options"
  - When set to "Basic," only simple status messages and note acceptor names will be displayed on the main screen and transaction screen
  - When set to "Gauge and status," the status for each note acceptor will be displayed on the main screen and transaction screen, as well as its estimated fill level

Note Acceptor Settings

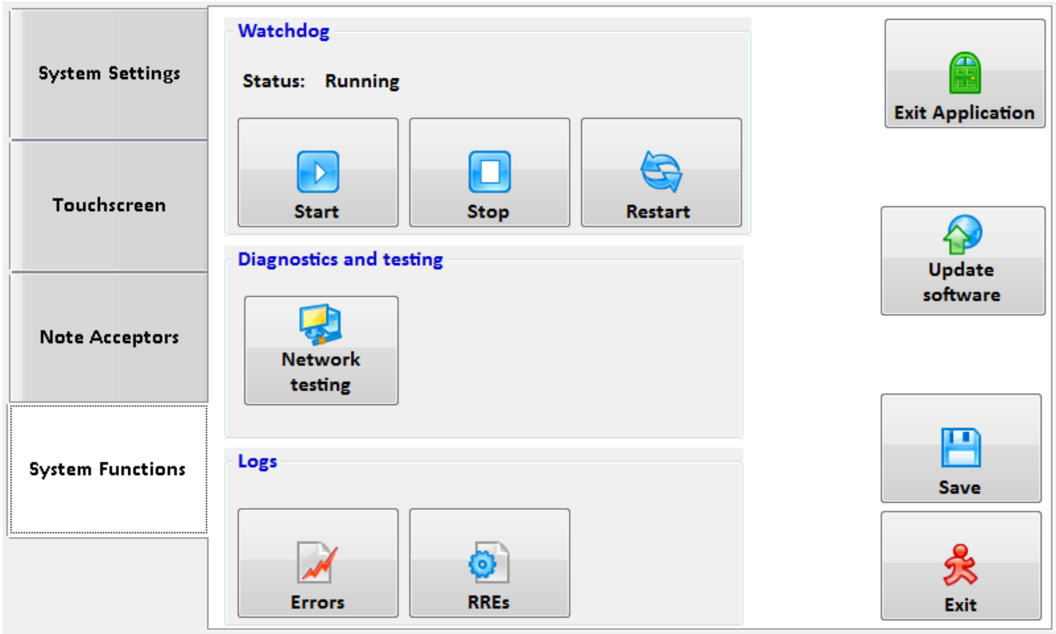


This area allows the note acceptors to be configured and reset. Additionally, the type of bills accepted by the machine may be set here.

- "Acceptor" selection
  - Selecting this field shows a drop down list containing the available note acceptors
- ID, Serial Number, Model, & Firmware
  - Information about the selected acceptor is provided in this area

- COM Port
  - The COM Port assigned to each note acceptor is displayed in this drop down field
  - Touching the drop down box will display a list of COM ports available on the machine. If the note acceptor is not working, it may be necessary to select a different COM port, as the settings may have changed. This may be required if a new note acceptor is installed in the unit.
- State
  - The detected state of the note acceptor (Idling, Jammed, Full, etc...)
- Cassette Status
  - The detected state of the cassette for the chosen note acceptor (Installed, Removed, Full, etc…)
- Bill Path Status
  - The status of the bill path on the acceptor
- Description
  - A configurable, free text description used to identify each note acceptor
  - This description appears in places such as the main screen and transaction screen
- Active
  - When checked, the note acceptor will be made active on software start-up
- “Accepted Bills”
  - Individual note denominations with check marks next to them *will* be accepted by the note acceptor/s
  - Denominations with no check marks next to them will *not* be accepted by the note acceptor/s
- “Refresh”
  - Refreshes the information for the selected note acceptor
- “Soft Reset”
  - Performs a soft reset of the selected note acceptor. This causes the note acceptor to perform a stack, similar to when it starts up.

System Functions Settings



This area contains an array of system functions which allow for testing and other system operations.

- "Watchdog"
  - Displays the current status of the watchdog service
  - It allows the watchdog service to be started, stopped, or restarted when the corresponding button is pressed
- "Diagnostics and testing"
  - Pressing the "Network testing" button brings up a network test tool. This tool allows for testing basic connectivity with the internet and for testing of the service host.
- "Logs"
  - Pressing the "Error" button displays the error logs for the unit
  - Pressing the "RREs" button displays the software event logs for the unit
- "Exit Application"
  - Pressing this button will close the application and send you to the Windows Desktop
- "Update Software"
  - Pressing this button causes the unit to check for the latest version of the Currency Keeper software, and update itself if there is a newer version available
  - This process will cause the unit to restart automatically when the update is complete

Endnotes

1. Quick Access/Quick Use users must have their accounts activated on the unit before their related buttons can be used. This can be done through the web site.